



Department of Public Safety and Correctional Services

Division of Correction

6776 REISTERSTOWN ROAD • SUITE 310 • BALTIMORE, MARYLAND 21215-2342
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STATE OF MARYLAND

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DIVISION OF CORRECTION

J. MICHAEL STOUFFER
COMMISSIONER

EASTERN
CORRECTIONAL
INSTITUTION

MARYLAND CORRECTIONAL
ADJUSTMENT CENTER

MARYLAND CORRECTIONAL
INSTITUTION-HAGERSTOWN

MARYLAND CORRECTIONAL
INSTITUTION-JESSUP

MARYLAND CORRECTIONAL
INSTITUTION FOR WOMEN

MARYLAND
CORRECTIONAL
PRE-RELEASE SYSTEM

MARYLAND
CORRECTIONAL
TRAINING CENTER

JESSUP CORRECTIONAL
INSTITUTION

MARYLAND RECEPTION,
DIAGNOSTIC AND
CLASSIFICATION CENTER

METROPOLITAN
TRANSITION CENTER

NORTH BRANCH
CORRECTIONAL
INSTITUTION

ROXBURY
CORRECTIONAL
INSTITUTION

MARYLAND CORRECTIONAL
ENTERPRISE

WESTERN
CORRECTIONAL
INSTITUTION

Recruitment For: Office Secretary II - Contractual
Division of Correction Headquarters

Salary: \$14.25 hour (70% position)

Closing Date: June 16, 2010

Position Duties: The Division of Correction Headquarters is seeking a talented individual to work in their Human Resources Office located at 6776 Reisterstown Road, Baltimore, Maryland.

Minimum Qualifications:

Experience: Two years experience performing secretarial or clerical work involving typing duties.

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

1. Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education.

2. Thirty credit hours with a major in secretarial science or office technology from an accredited college may be substituted at the rate of thirty credits for one year of experience for up to two years of the required experience.

Preferred Qualifications: Knowledge of Maryland State Personnel Procedures. Efficient in all Microsoft Office Applications.

Candidates interested in applying must submit a complete Maryland State Application (MS100) to:

MD Department of Public Safety & Correctional Services
6776 Reisterstown Road, Suite 310
Division of Correction Human Resources Office
Baltimore, MD 21215-2342
Attn: Diane Lloyd

Applications can be obtained from the Department of Budget and Management website- www.dbm.maryland.gov Department of Budget and Management, 300 W. Preston Street, First Floor, the personnel office at any Department of Public Safety & Correctional Services facility, or by calling (410) 585-3354.

Equal Opportunity/ADA Employer